Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as “any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

All requests will be posted to the District's CPRA webpage.

Name of requestor: *
First and last name
Raquel White, Construction Industry Force Account Council

Email of requestor: (Responses will be provided to this email address) *
rwhite@cifac.org
Mailing address of requestor:

......................................................................................................................................................
Your request: (To enable staff to respond to your request as efficiently as possible, please include: The date range for the records requested; the department that holds the records (if known); and the types of records, including any important keywords. Please do not include any confidential information.)

The Construction Industry Force Account Council (CIFAC) is a construction industry supported non-profit organization dedicated to Public Contract Code compliance and education. We promote competitive bidding on public works construction projects by using a fair, transparent and objective process.

We were recently notified of the above referenced project and require documentation from your agency for our review. Please provide the following documents or the legal authority under which you claim exemption:

1. A copy of the procurement/bidding policy for public construction projects
2. Copies of all notices sent to trade journals and trade publications notified of the project
3. A copy of the official bid advertisement
4. A copy of the Notice to Bidders
5. A copy of the project specifications
6. Copies of any/all documentation reflecting the funding mechanisms associated with the project
7. Copies of any estimates or cost studies performed prior to the commencement of the project, including an estimate of cost associated with in-house personnel self-performing the work

8. Copies of any/all documents reflecting the scope of work to be performed by in-house personnel, including any changes to the scope listed previously in the bid documents
9. A copy of the resolution rejecting all bids
10. A copy of the notice to contractors rejecting all bids
11. Copies of any/all documents reflecting the timeline of the project, including the estimated start and completion dates for the work
12. Copies of employee time cards who worked on the project, including inspectors and supervisors
13. Copies of any/all material invoices
14. Copies of any/all documents reflecting the equipment used on this project, including the make and model of vehicles
15. Copies of any/all photographs taken on the project

16. Copies of any agendas and accompanying meeting minutes reflecting any discussion and/or action taken on this project or related work
17. A copy of any audio/video recording that includes any discussion and/or action taken on this project or related work

Thank you for your prompt reply to this letter. We are requesting these documents per the California Public Records Act; Government Code 7920 et seq. and, therefore, will expect
a reply by March 11, 2023. Please contact me if you have any questions at (209) 916-5299.

If you have attachments or images to add to the request, please do so here.

This form was created inside of Carmel Unified School District.